

Chariton Valley Association

ISL Chores Check-List

PROGRAM: _____ **LSP:** _____ **DATE:** _____

Disclaimer: The purpose of this checklist is to ensure that all ISL programs maintain the best possible environmental living conditions for members of the community for which we provide support.

Instructions: All Direct Support Professionals will write the date and time in which each chore was performed (if and/or when applicable), and initial them to acknowledge completion of the same. Lead Support Professional will receive the checklist from the DSP and confirm that all chores have been done properly. The LSPs will turn-in this checklist to their Professional Manager on a weekly basis as part of CVA quality assurance program.

Daily Duties Date/Time	Daily Tasks & Chores	DSP Initials	Corrective Action YES/NO	LSP Initials
	Food Preparation (cooking and fixing meals).			
	Wash dishes as needed, washing all dishes after meals, pots, pans and silverware.			
	Putting dishes and silverware away when dried			
	Medications count and/or make meds envelopes			
	Wipe all Kitchen cabinets and stove (this includes all counter-tops/outside and insides, and kitchen sink)			
	Take trash and/or recycling out as needed (Take trash to curb on designated trash day)			
	Ensuring that laundry is done as needed (this includes clothing, bedding, kitchen linens, Sheets and Pillow cases, etc...)			
	Folding and putting laundry away when finished.			
	Clean and disinfect all door handles and knobs			
	Counting Petty Cash and/or moneys available			
	Do all required documentation, including passing info.			

Extra spaces below must be used for any added task to this list. Must include initials and times done.

	Weigh individuals as needed before their shower, etc.			
	Take bathroom trash out.			
	Include any exercise routine and time done daily			
	Specify any laundry done daily, if needed.			

Daily Duties Date/Time	Sundays' Tasks & Chores	DSP Initials	Corrective Action YES/NO	LSP Initials
	Check pantry and cabinets for needed groceries			
	Make the grocery list			
	Check dates in refrigerator dispose of spoiled foods			
	Clean inside and outside of Refrigerator and Freezer			
	Clean off and wipe down table & chairs			
	Clean kitchen trash can			
	Clean out the microwave/toaster			
	Clean pantry or kitchen cabinets for signs of pests.			
	Clean kitchen floor and makes sure dries out completely			
	Other daily chores related to the kitchen area (explain)			

Extra spaces below must be used for any added task to this list. Must include initials and times done.

Daily Duties Date/Time	Mondays Tasks & Chores	DSP Initials	Corrective Action YES/NO	LSP Initials
	Dust all rooms (Including all wooden objects/surfaces, ceiling fans, corners containing cobwebs, baseboards, heaters, vents, and light fixtures. Use a dry cloth to dust electronics and/or decorations such as picture frames.			
	Ensure dust is not collected on top of door frames, book cases or entertainment center (TV, etc.). *Spray dusted areas and the cleaning rug, rubbing wood surfaces until shiny and clean.			
	Sweep and vacuum all floors in bedrooms, living-rooms and dining room (move furniture to get underneath and around), and empty the vacuum after every use.			
	Sweep and Mop Kitchen floors			
	Make notes on items needed for the house.			

Daily Duties Date/Time	Tuesdays Tasks & Chores	DSP Initials	Corrective Action YES/NO	LSP Initials
	Disinfect all surfaces in the bathroom (includes door knobs and toilet handle). Should be done daily too.			
	Clean Bath tub (Specify if done on weekends).			
	Clean toilet bowl and bathroom sink			
	Make sure that all trash in the bathroom is taken out			
	Clean out and organize bathroom cabinets			
	Make sure floor is clean if not sweep and mop.			
	Check for Mold on shower curtain or walls.			
	Put clean fresh towels or any toiletry items as needed.			
	Pass pertinent information on items that are needed.			

Daily Duties Date/Time	Wednesdays Tasks & Chores	DSP Initials	Corrective Action YES/NO	LSP Initials
	Pick up all trash in bedroom			
	Make sure that all bedroom linens are clean			
	Make beds with fresh clean linens, or assist making them as appropriate.			
	Clean and organize closets and dressers			
	Clean off tops of dresser and end-tables, and wipe them down.			
	Pick-up all dirty laundry and properly disposed of them.			

Daily Duties Date/Time	Thursdays Tasks & Chores	DSP Initials	Corrective Action YES/NO	LSP Initials
	Wipe off the inside and outside of washer & dryer			
	Clean laundry room (pick up trash, remove clothing, organize items)			
	Clean lint trap on dryer and from under the appliance			
	Sweep outside porches off			
	Make sure all trash has been removed from rooms and is out of the house			
	Make sure all floors are clean			
	Pass-down information on any items or supplies needed			

Daily Duties Date/Time	Fridays Tasks & Chores	DSP Initials	Corrective Action YES/NO	LSP Initials
	Disinfect all surfaces in bathroom (This includes door knobs and toilet handle)			
	Clean Bath tub			
	Clean toilet bowl thoroughly, and clean bathroom sink			
	Make sure that all trash in the bathroom is taken out			
	Clean out and organize bathroom cabinets			
	Make sure floor is clean (if not sweep and mopped).			
	Pass-down any information on supplies or toiletry items that may be needed.			
	Places clean fresh towels as needed.			

